

**VENDOR PLAN REVIEW APPLICATION FOR  
TEMPORARY RETAIL FOOD SERVICE ESTABLISHMENT**

A Certificate of Approval is required to operate at Temporary Events in Jefferson County. Vendors must call JCPH to schedule an appointment to review their application and obtain a Certificate of Approval. Appointments will be held on Thursdays. Please plan ahead to schedule accordingly.

**PLAN REVIEW FEE: \$50.00 (payable to Jefferson County Treasurer)**

Please bring the following to your appointment:

- A completed Form 3610 (all 7 pages)
- A Colorado Retail Food Establishment License for "Multiple Events", **OR**
- Proof of 501(c)3 status for nonprofit organizations, **OR**

If you do not have a current Colorado Retail Food Establishment License, you will be required to obtain one prior to your first event. You may apply for a Colorado Retail Food Establishment License for "Multiple Events" during your scheduled vendor appointment. Please bring:

- A valid driver's license
- Sales tax license
- Cash, check or money order for the license fee

**NOTE: A specific sales tax license from the Colorado Department of Revenue must be obtained for "Multiple Events"**

Will you be operating more than one booth at any given time? \_\_\_\_\_

**NOTE: You must have a separate Colorado Retail Food License for EACH booth you operate**

First Event Name (if known): \_\_\_\_\_ Date(s): \_\_\_\_\_

<b>Please complete the following:</b>		
Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Mailing Address (Street Address and P.O. Box)		
City	State	Zip Code
Telephone Number (     )	Fax #	
Which county approved your State license?	Best Contact #	
State Sales Tax Number	E-mail	



**2. FOOD PREPARATION BEFORE THE EVENT**

All slicing, chopping, peeling, dicing, shredding, mixing, and pre-washing must be done at an approved commissary. Food prep is not allowed to take place at the event. Food may not be cooked or stored at home. Please complete this section AND the Affidavit of Commissary on Page 7.

I will not be processing any food items prior to the event, skip to #3.

**Cooling of Foods** (that have been previously cooked)

List specific foods to be cooled:

Food Item	Cooling Method (see choices below)

- Foods must be rapidly cooled to 41°F or below.
- Shallow pans (less than 4") in refrigerator or cooler
  - Ice paddle or wand
  - Using an ice-bath to cool the food product
  - Other (specify)

**Reheating of Foods**

List specific foods to be reheated:

Food Item	Reheating Method (see choices below)

- Foods must be re-heated to at least 165°F.
- Microwave oven
  - Conventional oven
  - Hot plate
  - Grill
  - Other (specify)

**Food Transportation**

What equipment will you use to control food temperatures during transport from the commissary to the event? (mark all that apply)

- Coolers with Ice                     
  Refrigerator                     
  Cambros for hot foods  
 Other (specify) \_\_\_\_\_

**NOTE: Containers/coolers made from styrofoam are not approved for use**

### **3. FOOD HANDLING AT THE EVENT**

**NOTE: Unwrapped food on display must be properly covered or protected by sneeze guards**

#### **Hot Food Items**

How will hot foods be cooked to the minimum required temperature at the site? (mark all that apply)

- Grill       Hot plate       Microwave       Deep fat fryer       Oven  
 Other (specify) \_\_\_\_\_

How will hot foods be held at 135° F or greater than at the event? (mark all that apply)

**NOTE: Equipment utilizing fuel-gel canisters (i.e. Sterno) are NOT allowed at Temporary Events**

- Hot holding unit       Steam table       Held on grill until served  
 Held under heat lamps       Crock Pot       Served immediately after cooking  
 Other (specify) \_\_\_\_\_

#### **Cold Food Items**

How will cold foods be held at 41° F or below at the event? (mark all that apply)

- Refrigerator / freezer  
 Ice chest - must be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed. All ice must be commercially manufactured.

How will you allow for sufficient ice throughout the entire event? \_\_\_\_\_

- Other (specify) \_\_\_\_\_

#### **What type of food thermometer (0-220°F) do you have?**

- Metal stem probe       Thermocouple       Digital

**How will food contact surfaces be cleaned and sanitized at the event?** \_\_\_\_\_

**Sanitizer type:** \_\_\_\_\_

**NOTE: Appropriate test strips will be required on-site**

#### **Where will utensil washing take place?**

- At the commissary       Commercial 3-compartment sink unit (i.e. part of a mobile unit)

**NOTE: On-site washing in tubs/basins is NOT allowed, extra utensils must be provided so soiled items can be changed at a minimum of every four (4) hours.**

#### **Where will potable water be obtained?**

- Commissary       On-site source      (any hoses used to provide water must be food-grade)  
 Other \_\_\_\_\_

#### **Where will wastewater be disposed?**

- Commissary       Approved on-site receptacle at event       Other \_\_\_\_\_

Waste water SHALL NOT be dumped on the ground or into storm sewer drains. Waste water must be dumped in an approved receptacle or sanitary sewer.

**4. HANDWASHING AND FOOD HANDLING AT THE EVENT**

**NOTE: Hand washing facilities must be located immediately adjacent to any/all food handling areas**

A hand-washing station WITHIN each booth or unit is REQUIRED unless only prepackaged foods requiring no preparation and/or cooking are to be served. Please check the space below that applies to your booth/unit.

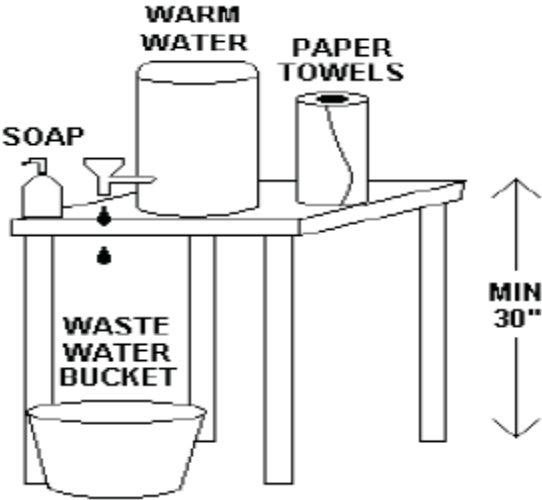
- I will be serving only prepackaged foods that require no preparation and/or cooking. (skip to #5)
- I will be serving foods that require preparation and / or cooking and will provide the following for hand-washing:
  - a minimum of 2 gallons of potable water (refilled as needed) in a container with a 'hands-free' spigot
  - soap (liquid or bar)
  - paper towels
  - 5 gallon bucket (minimum) to catch and contain wastewater until it is properly disposed

**NOTE: Hand sanitizers are NOT an acceptable substitute for required hand-washing set-up**

**How will you prevent bare hand contact with ready to eat foods?**

- Tongs
- Food-grade disposable gloves
- 'Deli' tissues
- Other (list) \_\_\_\_\_

**Hand wash station**



**5. BOOTH LAYOUT**

On this page, provide a drawing of the Temporary Food Establishment / Booth. Identify and describe all equipment. The drawing should include the following (if applicable):

- |  |   |
|--|---|
| <input type="checkbox"/> Cooking equipment               | <input type="checkbox"/> Hot and cold holding equipment |
| <input type="checkbox"/> Hand washing facilities         | <input type="checkbox"/> Work surfaces                  |
| <input type="checkbox"/> Food and single Service storage | <input type="checkbox"/> Garbage or trash containers    |
| <input type="checkbox"/> Customer service area           | <input type="checkbox"/> Potable water lines            |

**Booth layout**



**CERIFICATION OF APPLICANT**

By signing below, I agree that I will operate my booth in accordance with Chapter 10 of the Colorado Retail Food Establishment Rules and Regulations and will immediately correct any violations found during an inspection. My **original** Retail Food License will be posted. I also understand that my Certificate of Approval to operate may be suspended or revoked for non-compliance with these Requirements and I may be removed from the event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## AFFIDAVIT OF COMMISSARY

*NOTE: Any off-site preparation of either hot or cold food items for mobile units and / or temporary food booths must take place in only in licensed Retail Food Establishments (a "commissary"). The owner / operator of the mobile unit or food booth shall complete and sign PART 1. The owner / operator of the commissary shall complete and sign PART 2.*

**Vendors operating for more than one day must operate from an approved commissary, approximately within 30 minutes or 30 miles of the event.**

### PART 1

Mobile Unit / Food booth name: \_\_\_\_\_

Owner name of above: \_\_\_\_\_

#### STATEMENT / CERTIFICATION OF OWNER OF MOBILE UNIT / TEMPORARY BOOTH

By signing below, I hereby state that I will use the Retail Food Establishment shown below as my commissary for the preparation and storage of food items, cleaning or equipment and utensils and other uses as mandated by the Colorado RETAIL FOOD ESTABLISHMENT RULES and REGULATIONS.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

### PART 2

Name of Retail Food Establishment  
that will serve as my commissary: \_\_\_\_\_

Address \_\_\_\_\_

City St Zip \_\_\_\_\_

County where located \_\_\_\_\_

Owner / manager \_\_\_\_\_

Phone \_\_\_\_\_

#### STATEMENT / AFFIDAVIT of COMMISSARY OWNER

By signing below, I hereby state that I am the owner / manager of the above licensed Retail Food Establishment and that I have authorized the owner of the above referenced mobile unit / temporary food booth to use my facility as a commissary for the storage and preparation of food and, if applicable, the washing and sanitizing of equipment and daily servicing of the mobile food unit. This authorization is valid through the end of the current calendar year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EH Staff verification of commissary

\_\_\_\_\_  
Date